

DOE ONLINE LEARNING CENTER WORKING GROUP TELECON

July 5, 2000 (2:00-3:00p.m.)

The July 5, 2000 meeting of the DOE Online Learning Center Working Group was held from 2:00-2:30p.m. with Tanya Luckett, Project Lead, covering Agenda Items from both last week's telecon and for this week. Tanya apologized for getting the Agenda out late, but went over what the Working Group would be discussing.

AGENDA ITEMS:

Program Status – Tanya briefly discussed the outcome of last weeks telecon. The primary subjects of that meeting were the need to identify the number of users that will be on the system and the testing and evaluation of the system.

CHRIS User's Group Meeting – Tanya discussed a meeting that was held last week with the CHRIS Project Leader, Carolyn Collins, along with Enid Levine who is responsible for the CHRIS Training Administration effort. The discussion centered on the expected number of users of the DOE Online Learning Center during this pilot phase to test and evaluate the system and our ability to use the Employee Self-Service feature of CHRIS to populate the required personnel data. In addition, there were further discussions about the information collected after registration and getting it back into the "Employee Profile." Initially to get the system set up getting employee information won't be a problem. Discussions are still underway but use of ESS for this purpose looks promising. Tanya indicated that we will keep you informed as much as possible and that we will use the Clearinghouse for Training and Education (CTED) to post this information for everyone's access.

Distribution of 400 User Spaces – We need to get a feel as to how many users each organization will have evaluating the site and the courses during the pilot phase. Al Corbett, SR, indicated that he would like to get more than himself involved in this review and evaluation; however, he hasn't determined exactly how many folks he would need to get involved as yet. Tanya Luckett asked that all Working Group members send her an e-mail (with a cc: to Dottie Van Steinburg) as to the number of users each organization will need as soon as possible since courses will be available for review and evaluation by the end of the week.

System and Course Evaluation – Howard Pope asked whether or not this pilot period would be used to evaluate the web site and course content, or just course content. Tanya Luckett answered that the Working Group would be reviewing and evaluating both during this pilot phase and asked Dottie Van Steinburg to speak to this topic since she is developing an overall DOE Online Learning Center Evaluation Plan.

Dottie thanked Al Corbett for sharing his Educational Website Evaluation Checklist which could be used to review and evaluate the web-site. In addition, as part of developing the overall Evaluation Plan, Dottie indicated that Skilsoft has three very good evaluation checklists for

the following: (1) Instructional Design, (2) Course Content, and (3) Usability/Vendor Support. Dottie will provide the Working Group members with an initial Evaluation Package for this pilot phase by the end of the week incorporating input from Al Corbett and the Skilsoft Evaluation checklist data.

Michael Gilmore, Defense Programs, indicated that after their review they identified 248 courses out of 284 that they would like to have access to evaluate. Tanya said that if the Working Group indicates that we need to look at most of the 284 courses, then we will need to determine how to decide which ones are the best courses for DOE. Howard Pope indicated that when he went through the list of courses the OSHA courses were the only technical courses and that some of these would benefit NETO to take and evaluate. Howard will send Dottie Van Steinburg an e-mail regarding this.

Marketing – Tanya expects that the Working Group will do quite a bit of “marketing” to make their own organizations aware of what is happening with the system. Next week we will be discussing the planned demonstrations and workshops scheduled for July 12th, July 19th, and August 2nd. Some target audiences for these demonstrations have already been identified, such as the Training and Development Management Council, DOE Training Coordinators, and the general DOE population. However, since the July 12th date is almost upon us Tanya has pursued with the Vendor the possibility of having the July 12th demonstration be primarily for the Working Group members and it will be done during our weekly teleconference time (2:00-3:00p.m.). This will be a “hands-on” session with the Vendor walking us through the web-site while on-line.

Tanya also indicated that she has been told that there is a “Right Way” and a “Wrong Way” to market the system and that by using the July 12th session for the Working Group members we can then become familiar with the system and will be able to explain it to others. The Working Group members indicated that this would be a good use of our time next week.

Tanya stated that prior to the meeting next week we will send the Working Group information on user information and establishing user ID’s. This is what you will use to get into the system next week – if there are any changes, we will let everyone know prior to the meeting. Please feel free to call Tanya at 202-426-1516 if you have any questions regarding this, or e-mail her at:

Tanya.Luckett@hq.doe.gov

Working Group Listserve – Tanya said at the last meeting it was suggested that we establish a listserv for the Working Group. In addition, a suggestion that using the DOE Online Learning Center for Working group interaction is going to be a topic of discussion with the Vendor tomorrow, 7/6/00, to find out how this will work.

Working Group Activities/Actions – The Working Group will be heavily involved in the testing and evaluation of the system. We will be establishing a schedule to do this with the Vendor and we will discuss this schedule during next week’s teleconference..

Working Group members are requested to please send Tanya Luckett the number of people who

will need access to the OLC to evaluate the web-site and the courses by July 19, 2000.

The Working Group will need to determine the best way to submit existing web-based courses to the vendor to be placed on the system. It is our understanding that any program format can be accommodated. However, the Working Group needs to talk about what should go on the web and the process for posting courses.

Please send Dottie Van Steinburg @ dottie.vansteinburg@hq.doe.gov information regarding your needs and what courses you will want to access.

DOE Online Learning Center Questions and Answers – Following the last teleconference, Dottie Van Steinburg began developing a list of the most frequently asked Questions about the DOE Online Learning Center and the Answers to those Questions. These Q&A's respond to information that Working Group members may have regarding system requirements and user access. Dottie will continue to compile these Q&A's and they will be posted on the Clearinghouse for Training and Education (CTED) for everyone to review and provide any additional input necessary.

Job Vacancy/GS-13, Employee Development Specialist – Tanya shared with the Working Group that one of the Office of Training and Human Resource Development's critical hires for FY-2000 was for a GS-13 Employee Development Specialist. There were only five respondents to that initial announcement of that job. This position has been re-advertised for Federal or Non-Federal employees. The knowledge, skills and abilities listed in the vacancy announcement are primarily in the area of technology-supported learning. The vacancy announcement closes on July 18th and should be available to anyone who is interested on the OPM Job Vacancy listing (www.usajobs.opm.gov). The individual hired for this position will be responsible, once the system has been implemented, for managing the system. Tanya asked that Working Group members please take the time to share this Vacancy Announcement #PN-99-MA-31-09 and let her know if someone is interested.

This concluded the meeting and the Working Group members were thanked for their participation.